



FEDERAL ELECTION COMMISSION

WASHINGTON, D.C. 20463

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William S. Greenawalt, Treasurer
New York State Democratic Committee
30 East 29th Street, Suite 300
New York, NY 10006

DEC 26 1995

Identification Number: C00143230

Reference: Mid-Year Report (1/1/95-6/30/95)

Dear Mr. Greenawalt:

This letter is prompted by the Commission's preliminary review of the report(s) referenced above. The review raised questions concerning certain information contained in the report(s). An itemization follows:

-The beginning cash balance of this report should equal the ending balance of your Amended 1994 Year End Report dated July 27, 1995. Please clarify this discrepancy and amend any subsequent report(s) that may be affected by this correction.

-The amount of debts and obligations owed by your committee as reported on the Summary Page conflicts with the total amount of debts reported on the loan and/or debt schedule(s) (Schedule C and/or D). Please amend your report to clarify this discrepancy.

-The outstanding balances at the close of the period for debts owed to Benchmark Printing, the Buffalo Convention Center and Hale Northeastern disclosed on Schedule D appear to be incorrect. Please amend your report to provide the correct balances.

-Your report discloses a payment(s) on Schedule D to NYNEX, Conotabs Network, Mobile Communication, Pitney Bowes, United Parcel Svc., Wade Tours, Inc. and Urbach, Kahn & Warlen, which has not been recorded on a disbursement schedule. Debt payments must be reflected on Schedule B or H4 as well as on Schedule D. Please amend your report to clarify this discrepancy. 2 U.S.C. §434(b)(5)(D)

-Your report includes computer produced formats of Schedule A. Computer produced formats may only be used upon prior approval of the Commission. You should submit a separate sample format with a cover letter requesting approval. Until your format has been approved, FEC forms must be used. 11 CFR §104.2(d)

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-You must provide the full name, mailing address, occupation and name of employer for all individuals who contribute more than \$200 in a calendar year. Please amend your report to include the omitted information.

A committee may demonstrate "best efforts" to obtain the required information by providing the Commission with a description of its procedures for requesting the information and may also supply a copy of a solicitation: the committee must request the contributor information in initial solicitations; make follow-up requests (if necessary); report the information; and file amendments to disclose previously unreported information. Each solicitation must include a clear and conspicuous request for the information and must inform the contributor that the reporting of such information is required by federal law. If a committee receives a contribution that exceeds the \$200 threshold but lacks contributor information, the committee must, within 30 days, make an additional written or oral request for the information. Please note that a written request may not include an additional solicitation or material on any other subject, other than thanking the contributor for the donation and must include a pre-addressed return post card or envelope for the contributor's response. An oral request must be documented in writing. Committees must also disclose information that was not provided by the contributor, but is available in any of the committee's records for that current election cycle. Furthermore, if a committee receives contributor information after the contributions have been reported, it must submit, with its next report, an amended memo Schedule A listing all the contributions for which additional information was received or file, on or before the next reporting date, amendments to the previous reports on which the contributions were originally disclosed. See 11 CFR §104.3(a)(4)(i) and 11 CFR §104.7.

-2 U.S.C. §434(b)(3) requires itemization of contributions from individuals and persons other than political committees, where the aggregate total from the contributor exceeds \$200 in a calendar year. In addition, 11 CFR §104.3(a)(2)(i)(B) requires a committee to report the total amount of unitemized contributions (see Line 11(a)(ii) of the Detailed Summary Page). If a committee wishes to disclose contributions regardless of the amount contributed, the committee must separate (on separate receipt schedules) those contributors requiring itemization from those who are not required to be itemized. 11 CFR §104.3(a)(4)(i) For future filings, please submit your reports in this order.

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-On Schedule H3 supporting Line 18 of the Detailed Summary Page, you have failed to provide a breakdown of transfers received by the federal account. Please amend your report to include the missing information.

-Schedule H4 discloses disbursements for administrative expenses which appear to be using a ratio inconsistent with the ratio disclosed on Schedule H1. Please amend your report to clarify this apparent discrepancy.

-On Schedule H4 supporting Line 21(a) of the Detailed Summary Page, you have not included the full name and/or mailing address for the vendor(s) listed. Please amend your report accordingly.

-On Schedule H3 supporting Line 18 of the Detailed Summary Page, you have not identified the event(s) for which transfers were received. Please amend your report to include this missing information. 11 CFR §104.10

A written response or an amendment to your original report(s) correcting the above problem(s) should be filed with the Federal Election Commission within fifteen (15) days of the date of this letter. If you need assistance, please feel free to contact me on our toll-free number, (800) 424-9530. My local number is (202) 219-3580.

Sincerely,



Donald L. Averett
Senior Reports Analyst
Reports Analysis Division

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